

**PROCEEDINGS OF THE BROWN COUNTY  
EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, April 1, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, WI

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**Present:** John VanderLeest-Chair; Jesse Brunette, Kathy Johnson,  
Adam Warpinski  
**Excused:** Pat Wetzel  
**Also Present:** Tom Hinz, Jayme Sellen  
Neal Anderson, Scott Anthes, Marv Hansen,  
Gene Umberger, Cora Haltaufderheid  
Lynn Stainbrook, Lori Denault, Terry Watermolen  
Supervisor Julie Knier

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1. **Call Meeting to Order:**  
The meeting was called to order by Chairman John VanderLeest at 5:32 p.m. All Department Heads at the beginning of their reports thanked Supervisor Kathy Johnson for her 12 years of service to the Brown County Board of Supervisors and to this committee. See page 5 for additional comments.
- II. **Approve/Modify Agenda:** Item #2 taken out of order but in proper format here.  
  
**Motion made by Supervisor Brunette and seconded by Supervisor Johnson to approve. MOTION APPROVED UNANIMOUSLY**
- III. **Approve/Modify Minutes of March 4, 2010:**  
  
**Motion made by Supervisor Johnson and seconded by Supervisor Brunette to approve. MOTION APPROVED UNANIMOUSLY**
1. **Review Minutes of:**
  - a. **Library Board (February 18, 2010):**  
**Motion made by Supervisor Brunette and seconded by Supervisor Johnson to receive and place on file.**  
**MOTION APPROVED UNANIMOUSLY**

**Communications:**

2. **Communication from Supervisor Knier – Relating to the Library System in Brown County to eliminate fee charged for library patrons and Brown County residents who do not have their library card in hand while utilizing services. (Referred from March County Board):**

**Motion made by Supervisor Johnson and seconded by Supervisor Brunette to hold until the arrival of Supervisor Knier.**  
**MOTION APPROVED UNANIMOUSLY**

*(Taken out of order)*

Supervisor Knier brought forward an issue she found to be of concern related to patrons who do not have their library card with them when they go to the Library and then are charged for library services or computer access.

Library Director Lynn Stainbrook explained that although many libraries charge if patrons do not have their card with them for general library services, Brown County does not charge for checking out materials unless it is a repeated offense. They do, however, have a policy to charge for a visitor pass - \$1 for two hours of computer use, mainly targeted at out-of-county residents. Supervisor Knier requested a copy of this policy.

**Motion made by Supervisor Brunette and seconded by Supervisor Johnson (for discussion) to refer the matter to the Library Board.**

Supervisor Johnson questioned this action, pointing out that as there is already a policy in place which was set up by the Library Board it should be followed.

**Motion Withdrawn**

Additional discussion resulted in a request by Supervisor Knier to hold for another month to allow time to review the policy.

**Motion made by Supervisor Johnson and seconded by Supervisor Brunette to hold until the May meeting. MOTION APPROVED UNANIMOUSLY**

3. **Communication from Supervisor Scray – With fears of revenue from State and Federal sources being cut, I am asking each Department Head to decide ahead of time where they could cut another 10%, if needed, while doing their budget process. This may include mandated services that department heads feel are not beneficial to County and the penalties are not severe. (Referred from March County Board):**

Supervisor Brunette indicated that the Human Services committee made a motion to receive this item, stating in their opinion such a request is not valid. Supervisor Johnson added that although it may be okay for County Board members to give their opinions on the budget, it is the role and responsibility of the County Executive. Hinz stated that he has spoken with Supervisor Scray and has informed her that he will not ask Department Heads to make a 10% cut across the board, as in his opinion it is not ethical.

**Motion made by Supervisor Johnson and seconded by Supervisor Brunette to hold until May meeting. MOTION APPROVED UNANIMOUSLY**

**Parks:**

4. **Budget Status Financial Report – December 31, 2009:**

Marv Hansen reported that revenues exceeded expenditures at year end.

**Motion made by Supervisor Johnson and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY**

5. **Budget Adjustment Request (#10-30): Increase in expenses with offsetting increase in revenue (see attached):**

This request is to cover the purchase of 2 pull-behind sleds, snowmobiles for emergency rescue purposes, as well as a trail roller for Neshota Park and Barkhausen to improve staff efficiencies and trail quality. Funds for these expenditures will come from special revenue account reserves.

**Motion made by Supervisor Brunette and seconded by Supervisor Johnson to receive and place on file. MOTION APPROVED UNANIMOUSLY**

*(Supervisor Warpinski arrived 5:37 p.m.)*

6. **Director's Report for February, 2010:**

Marv Hansen highlighted the following activities during the last reporting period::

- Hiking and horse trails are now open at Neshota Park and the Reforestation Camp
- 400 people recently attended a maple syrup program at Barkhausen
- Boat launches are open at Lilly Lake and Wrghtstown Park
- Midway camping has opened at the Fairgrounds

**Motion made by Supervisor Brunette and seconded by Supervisor Johnson to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**NEW Zoo:**

7. **Budget Status Financial Report for December 31, 2009:**

**Motion made by Supervisor Johnson and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY**

8. **Zoo Monthly Activity Report:**

a. **Visitor Center Operations Reports:**

- i. **Admissions Revenue Attendance**
- ii. **Gift Shop, Concessions & Zoo Pass Revenue**

An updated budget report through year end, 2009, was distributed and is attached. Neal Anderson reported the NEW Zoo will put over \$43,000 into reserves in order to have working capital set aside for the future.

Anderson reported a high increase in numbers overall during the month of March in admissions, gift shop, concessions, Zoo pass revenue, and Mayan Food Court sales.

b. **Curator's Report – Animal Collection Report:**

In addition to other items, it was noted that Carmen Murach, Curator of Animals, attended a Mate Choice Symposium at the St. Louis Zoo in March.

- c. **Education & Volunteer Programs Report for February 2010:**  
325.25 volunteer hours were logged in February.

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to receive and place on file.**  
**MOTION APPROVED UNANIMOUSLY**

9. **Director's Report:**

Anderson reported the following activities in addition to his written report:

- Easter Extravaganza will be held on Saturday, April 3<sup>rd</sup>, beginning with a breakfast put on by staff in the Ski Lodge and in the Mayan Food Court. An effort will be made toward the Guinness World Record for the Bunny Hop.
- The Zoo Society has raised funds and has hired an architect to begin plans for the new Educational/Administration Building. (See attachment regarding size, capacity, features, etc.)

Mr. Anderson distributed a "Strategic Sustainability Planning" study prepared by Foth Infrastructure & Environment, LLC, explaining that as one of a handful of AZA accredited Zoos that are self-supported, he felt a plan should be in place to continue to be financially independent, remain accredited, continue as a value-added attraction and to continue to be a reflection of the community and not a financial burden. Sustainability planning is not only the right thing to do, but Anderson stated it is our responsibility to the community and future generations to come. (See attached)

**Motion made by Supervisor Brunette and seconded by Supervisor Johnson to receive and place on file.**  
**MOTION APPROVED UNANIMOUSLY**

**Library:**

10. **Budget Status Financial Report for December 31, 2009:**

Director, Lynn Stainbrook, explained that the actual revenue varies from the budget primarily by the 2009 carryover, which is reflected in budget, but not in actual, accounting for most of the variance. Expenses were under budget for personal costs, information services chargebacks, and utilities. Funds are being carried over for library automation projects, self-checks, book purchases, a direct digital controller, delivery services, energy conservation, and maintenance projects identified within the Boldt engineering assessment.

**Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to receive and place on file.**  
**MOTION APPROVED UNANIMOUSLY**

11. **Budget Adjustment Request (#10-29): Increase in expenses with offsetting increase in revenue (see attached):**

This request (\$18,970) from the Nicolet Federated Library System will be used for technology purposes, specifically to purchase touch screen monitors for staff computers at public service desks.

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to approve. MOTION APPROVED UNANIMOUSLY**

**12. Director's Report:**

Ms. Stainbrook highlighted activities from her written report covering the last reporting period (attached):

- Sixteen staff members participated in state training to become Special Voter Registration Deputies. Beginning in April, any eligible Wisconsin resident will be able to register to vote at any Brown County Library.
- Preparation is being made for the Summer Reading Program. Children's Services is piloting an "adopt-a program" for summer programming. Clubs, organizations, and businesses will support activities for children by funding the cost of a program.
- Administrative and supervisor staff attended the Public Library Association conference in Portland, Oregon
- Interviews are being conducted for the open Facility Manager's position.
- Sixteen firms responded to the RFP for pre-design of the Central Library renovation. Presentations and interviews were conducted with three local firms partnering together with a proposal.
- Self-check machines have been installed which now allow the use of debit and credit cards, along with voice over IP phones installed at several branches and Central.
- A wine/cheese fundraiser held at the Wrightstown Branch netted \$6,400
- A "Notification of Library Table of Organization Changes" included in the handout was addressed.
- Mary Ryan will retire on May 7<sup>th</sup>. It is recommended that a 20 hour per week accountant be hired as an LTE in conjunction with two present staff who will be assigned responsibilities of the Operations Manager.
- A chart comparing utility cost savings is attached.

**Motion made by Supervisor Warpinski and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY**

*(A break to have cake and ice cream was taken to honor Supervisor Kathy Johnson's service to Brown County and the Board of Supervisors. Ms. Johnson served for 12 years on this committee.) See "Other Matters for additional comments*

*(Back to #2 – Communications on the agenda upon the arrival of Supervisor Knier)*

**Museum:**

**13. Budget Status Financial Report for December 31, 2009:**

**Motion made by Supervisor Johnson and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**14. Attendance & Admissions, February 2010:**

**Motion made by Supervisor Johnson and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY**

15. **Director's Report:**

Gene Umberger highlighted the following events from his written report which is attached:

Future Exhibits:

- *Here Comes the Bride: Weddings in America*  
April to August, 2010
- *Vietnam War: Local Stores* – April 10 to May 15
- *An Artistic Discovery* – April 24 to June 6. This is an annual high school art competition hosted by Congressman Steve Kagen.
- *The Earth's Treasures* – A rock, gem, and mineral show April 9<sup>th</sup> & 10<sup>th</sup>.

Future Programs:

- "Explorer Saturday: Vietnam Insight (April 17)
- Neville Dinner Program – "A Recipe for Success"
- Rufus B. Kellogg painting will be on display in Studio 21 before being moved to Associated Bank where it will eventually be displayed.

Umberger reported that the gift shop continues to do well, and that a new membership brochure has been completed and will be available soon.

**Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to receive and place on file.**

**MOTION APPROVED UNANIMOUSLY**

**Golf Course:**

16. **Golf Course Financial Statistics as of March 14, 2010:**

**Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to receive and place on file.**

**MOTION APPROVED UNANIMOUSLY**

17. **Budget Analysis Report for December 31, 2009:**

**Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to receive and place on file.**

**MOTION APPROVED UNANIMOUSLY**

18. **Superintendent's Report:**

Scott Anthes highlighted the following golf course activities:

- Brown County Golf Course opened on Thursday March 25<sup>th</sup>. This is one week earlier than it has in the past. He reported it is in good shape.
- Although rounds of play were down in 2009, a profit was seen.
- PCI software and server has been installed in the club house making them compliant with the July 1<sup>st</sup> deadline.
- Survey results will be available in May

**Motion made by Supervisor Warpinski and seconded by Supervisor Brunette Johnson to receive and place on file.**

**MOTION APPROVED UNANIMOUSLY**

**Resch Centre/Arena/Shopko Hall:**

**19. February Attendance for the Brown County Veterans Memorial Complex:**

**Motion made by Supervisor Johnson and seconded by Supervisor Brunette to receive and place on file. MOTION APPROVED UNANIMOUSLY**

Cora Haltaufderheid reported that although the past months have been "soft", she expects an extremely positive outcome in the coming months.

**Other:**

**20. Audit of Bills:**

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to approve payment of bills. MOTION APPROVED UNANIMOUSLY**

**21. Such Other Matters as Authorized by Law:**

Because of the upcoming County Board election on April 6<sup>th</sup>, and the expected change in committee structure, Chairman VanderLeest thanked all members for their service over the last two years. He thanked the County Board staff for completion of the minutes and for working on various issues and concerns of the committee. In addition, he thanked Supervisor Warpinski for his work on the detail of issues, coming up with ideas and generating innovation within the committee; Supervisor Brunette for new ideas with foster care families, and other ideas which have helped citizens in the county; Supervisor Wetzel for his work regarding the Ashwaubenon Library, the Museum, etc.; Supervisor Johnson for all the different tasks the committee has been part of, i.e. the Packer Hall of Fame lease, etc. VanderLeest noted the strengths of the committee, stating they have made a difference.

Supervisor Johnson expressed her thanks to the individual committee members and department heads for her 12 year "journey", pointing out the major accomplishments that have been made. She also thanked County Executive Tom Hinz for his leadership and the partnership he has created with County Board members.

**Motion made by Supervisor Brunette and seconded by Supervisor Warpinski to adjourn at 7:00 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel  
Recording Secretary

**NEW ZOO**  
**ADMISSIONS REVENUE ATTENDANCE**  
**2010 REPORT**  
**2008, 2009, 2010**

**ATTENDANCE**

MONTH	2008	2009	2010
January	624	806	834
February	456	2,524	1,649
March	5,879	6,941	11,754
April	12,810	22,456	
May	37,908	42,282	
June	48,832	53,597	
July	49,316	56,199	
August	47,697	42,035	
September	16,974	21,738	
October	23,657	14,165	
November	3,222	6,020	
December	1,531	1,292	
<b>TOTAL</b>	<b>248,906</b>	<b>270,055</b>	<b>14,237</b>

**ADMISSION & DONATIONS**

MONTH	2008		2009		2010		2008		2009		2010	
	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	PER CAP	(-)/(+)	PER CAP	(-)/(+)	PER CAP	(-)/(+)
January	1,250.00	7.41	1,773.00	1,042.55	1,532.00	590.80	\$2.02	(241.00)	\$3.49		\$1.84	
February	991.00	41.00	5,824.00	600.36	3,714.10	41.00	\$2.26	(2109.90)	\$2.31		\$2.24	
March	11,202.25	123.50	15,750.25	281.06	27,371.74	184.00	\$1.93	11621.49	\$2.31		\$2.33	
April	32,309.50	199.01	39,286.50	718.31			\$2.54		\$1.75			
May	116,001.08	766.00	123,197.16	755.50			\$3.08		\$2.91			
June	109,245.17	897.13	117,308.93	845.03			\$2.26		\$2.19			
July	131,969.25	372.75	151,684.20	1,337.71			\$2.68		\$2.70			
August	136,314.66	917.00	123,188.80	1,302.09			\$2.88		\$2.93			
September	50,356.81	1,359.25	64,341.99	968.33			\$3.05		\$2.96			
October	29,118.75	560.96	12,455.25	128.60			\$1.25		\$0.88			
November	8,643.47	1,822.94	14,183.50	519.69			\$3.25		\$2.36			
December	4,298.11	1,306.92	3,449.00	2,859.00			\$3.66		\$2.67			
<b>TOTAL</b>	<b>\$631,700.05</b>	<b>\$8,373.87</b>	<b>\$672,442.58</b>	<b>\$11,358.23</b>	<b>\$32,617.84</b>	<b>\$815.80</b>	<b>\$2.57</b>	<b>9270.59</b>	<b>\$2.46</b>		<b>\$2.13</b>	

(8)



**NEW ZOO  
GIFT SHOP, CONCESSIONS  
ZOO PASS REVENUE**

2010 REPORT 2008, 2009, 2010					2008	2009	2010
Paws & Claws					PER	PER	PER
Gift Shop	2008	2009	2010	(-)/(+)	CAP	CAP	CAP
January	\$ 595.37	\$ 830.17	\$ 1,100.43	\$ 270.26	\$ 0.95	\$1.03	\$ 1.32
February	\$ 729.81	\$ 2,830.32	\$ 1,733.75	(\$1,096.57)	\$ 1.60	\$1.12	\$1.05
March	\$ 5,757.22	\$ 5,913.59	\$ 10,694.13	\$ 4,780.54	\$ 0.98	\$0.87	\$ 0.91
April	\$ 11,995.58	\$ 15,107.46			\$ 0.94	\$0.67	
May	\$ 38,492.16	\$ 36,771.02			\$ 1.02	\$0.87	
June	\$41,888.73	\$44,494.48			\$ 0.86	\$0.83	
July	\$ 49,126.63	\$ 49,436.74			\$ 1.00	\$0.89	
August	\$ 47,225.06	\$ 41,274.65			\$ 0.99	\$0.98	
September	\$ 13,785.69	\$ 16,858.13			\$ 0.81	\$0.78	
October	\$ 10,721.05	\$ 13,326.57			\$ 0.45	\$0.94	
November	\$ 2,416.52	\$ 4,147.86			\$ 0.75	\$0.69	
December	\$1,650.35	\$1,708.66			\$ 1.08	\$1.32	
<b>TOTAL</b>	<b>\$ 224,384.17</b>	<b>\$ 232,699.65</b>	<b>\$ 13,528.31</b>	<b>\$ 3,954.23</b>	<b>\$ 0.95</b>	<b>\$ 0.92</b>	<b>\$ 1.09</b>

					2008	2009	2010
Mayan					PER	PER	PER
Taste of Tropic	2008	2009	2010	(-)/(+)	CAP	CAP	CAP
January	\$ 504.56	\$ 589.33	\$ 1,702.25	\$ 1,112.92	\$0.81	\$0.73	\$2.04
February	\$ 519.75	\$ 1,773.79	\$ 2,542.97	\$769.18	\$1.14	\$0.70	\$1.54
March	\$ 3,085.18	\$ 4,509.88	\$ 13,071.01	8,561.13	\$0.52	\$0.66	\$1.11
April	\$ 9,874.56	\$ 13,320.22			\$0.77	\$0.59	
May	\$ 26,304.66	\$ 32,991.35			\$0.69	\$0.78	
June	\$39,309.12	\$38,201.67			\$0.80	\$0.71	
July	\$ 35,774.78	\$ 44,643.82			\$0.73	\$0.79	
August	\$ 38,943.79	\$ 41,662.95			\$0.82	\$0.99	
September	\$ 12,100.87	\$ 16,925.85			\$0.71	\$0.78	
October	\$ 17,378.85	\$ 12,192.65			\$0.73	\$0.86	
November	\$ 1,842.95	\$ 4,135.12			\$0.57	\$0.69	
December	\$ 1,730.81	\$ 1,960.99			\$1.13	\$1.52	
<b>TOTAL</b>	<b>\$ 187,369.88</b>	<b>\$ 212,907.62</b>	<b>\$ 17,316.23</b>	<b>\$ 10,443.23</b>	<b>\$0.79</b>	<b>\$ 0.82</b>	<b>\$ 1.56</b>

ZOO PASS							
MONTH	2008	2009	2010	(-)/(+)	NEW	RENEWAL	TOTAL
January	\$1,389.00	\$ 1,827.00	\$2,317.00	\$ 490.00	16	23	39
February	\$ 1,353.00	\$ 3,977.00	\$ 3,177.00	\$ (800.00)	16	32	48
March	\$ 8,216.00	\$ 12,073.00	\$17,556.00	\$ 5,483.00			
April	\$ 21,320.00	\$ 20,447.00					
May	\$ 23,609.00	\$ 32,600.00					
June	\$18,958.00	\$23,237.00					
July	\$ 18,800.00	\$ 20,025.00					
August	\$ 11,732.00	\$ 12,308.00					
September	\$ 6,444.00	\$ 7,278.00					
October	\$ 5,022.00	\$ 2,739.00					
November	\$ 2,855.00	\$ 3,944.00					
December	\$ 5,115.00	\$ 8,273.00					
<b>TOTAL</b>	<b>\$ 124,813.00</b>	<b>\$ 148,728.00</b>	<b>\$ 23,050.00</b>	<b>\$ 5,173.00</b>			<b>39</b>

# Gift Shop, Concessions and Admissions Revenue

## March 2010.xls

Day	Date	Gift Shop	Concessions	Admissions	Vending	Zoo Pass	Adopt/zoo	Donation	Cons. Fund	Misc	Special Event	Attend.	Temp/W
Mon	1	15.97	42.90	35.00	20.85	372.00	-	-	390.16	-	-	26	36 1
Tue	2	28.02	69.36	140.00	24.64	64.00	125.00	-	119.89	-	-	58	36 1
Wed	3	19.95	94.63	70.00	20.85	84.00	-	84.00	394.62	-	-	72	32 1
Thu	4	24.71	89.81	202.00	24.64	134.00	50.00	-	39.96	-	500.00	69	34 1
Fri	5	296.92	343.03	331.00	64.45	500.00	-	-	259.76	-	-	182	40 1
Sat	6	791.29	1,134.25	2,457.00	487.07	932.00	-	-	10.00	3.79	-	1049	45 1
Sun	7	587.86	1,103.55	2,076.00	291.94	813.00	-	-	18.50	3.79	-	934	49 1
Mon	8	285.15	288.60	454.75	80.57	928.00	-	-	290.00	1.90	-	192	43 1
Tue	9	44.92	128.68	242.96	37.91	315.00	-	-	-	1.90	37.00	81	48 1,2
Wed	10	-	29.67	30.00	50.24	541.00	-	-	251.81	-	-	13	43 3
Thu	11	139.87	58.09	74.00	20.85	379.00	170.00	-	114.89	-	-	28	44 2,3
Fri	12	54.16	122.28	181.00	28.44	187.00	-	-	49.95	-	-	72	42 3,fog
Sat	13	66.45	163.67	257.00	25.59	128.00	26.00	-	-	-	150.00	91	42 3,2,1
Sun	14	481.49	825.89	1,868.00	172.04	1,013.00	-	-	-	3.79	-	791	56 1
Mon	15	348.95	369.91	944.00	177.02	1,452.00	540.00	-	59.94	3.79	50.00	416	60 1
Tue	16	183.44	381.84	882.00	181.99	367.00	-	-	-	3.79	-	346	61 1
Wed	17	299.12	612.90	839.00	168.72	907.00	-	-	129.90	3.79	-	546	64 1
Thu	18	522.96	1,059.73	1,761.00	260.47	1,430.00	40.00	-	62.94	3.79	-	794	59 1
Fri	19	527.78	308.36	751.00	91.94	241.00	-	-	3.00	1.90	-	315	48 2,3
Sat	20	286.52	366.36	967.00	72.99	320.00	-	-	3.00	3.79	-	327	41 1
Sun	21	447.48	622.77	1,372.00	352.56	827.00	-	-	-	3.79	-	535	51 1
Mon	22	512.41	183.55	694.00	112.80	441.00	50.00	-	20.00	5.69	-	268	51 1
Tue	23	681.67	548.13	1,138.00	170.14	813.00	50.00	100.00	9.99	3.79	50.00	472	53 1
Wed	24	342.26	544.21	868.75	183.89	990.00	-	-	9.99	3.79	-	547	58 1
Thu	25	199.96	135.91	260.00	213.32	202.00	200.00	-	12.00	1.90	-	99	33 1
Fri	26	165.69	273.24	498.00	54.03	254.00	-	-	30.97	-	-	177	36 1
Sat	27	667.43	529.97	1,781.00	267.77	748.00	-	-	4.00	5.69	-	650	47 2
Sun	28	433.43	640.97	1,418.00	163.98	323.00	-	-	3.00	3.79	-	557	46 2
Mon	29	466.18	321.58	967.00	505.07	508.00	-	-	9.99	5.69	-	352	50 1
Tue	30	635.77	367.19	1,481.00	192.42	385.00	-	-	8.40	1.90	-	516	59 1
Wed	31	1,136.32	1,309.98	2,331.28	356.54	1,025.00	630.00	-	46.71	11.37	2.00	1179	72 1
Total		\$ 10,694.13	\$ 13,071.01	\$ 27,371.74	\$ 4,875.73	\$ 17,623.00	\$ 1,881.00	\$ 184.00	\$ 2,353.37	\$ 83.42	\$ 789.00	11,754	

Weather Ke 1 = Sunny 2 = Overcast 3 = Rain 4 = Snow

Volunteers

Total Attendance

11754

**COMPARISON**  
***EXISTING CLASSROOM vs. NEW EDUCATION FACILITY***

**EXISTING CLASSROOM**

***Age:*** built in 1950

***Size:*** 20 x 20 (400 sq ft) classroom  
-includes seating area of 12 x 12  
20 x 25 Reptile exhibit area  
public restrooms; staff & volunteer library; administrative offices in former living quarters

***Capacity:*** 20 students w/educator

***Issues:***

- not enough room to safely utilize some of the education animals during classes
- Educator's office is part of room
- volunteer check in is part of room
- education animals can not be kept in room (brought from throughout facility)
- many classes are turned away due to size limitations
- no confidential meeting area
- little to no storage and no secured storage area

***Notes:*** -building will be used for much needed cold storage with Education Building

## **NEW EDUCATION FACILITY**

**Size:**

- 40 x 40 (1,600 sq ft) state of the art classroom
- 10 x 8 (80 sq ft) education materials storage
- 30 x 10 (300 sq ft) animal exhibit/holding room with glass viewing
- 28 x 10 (280 sq ft) volunteer program office for docents/volunteers
- 16 x 18 (288 sq ft) outdoor covered orientation/gathering area for education
- 34 x 19 (646 sq ft) conference room for staff/volunteer training & group rental
- 40 x 24 (960 sq ft) "Conservation in Action Hall"
- 59 x 50 (2,950 sq ft) Administrative office space (Zoo & Zoological Society)
- 10 x 6 (60 sq ft) storage space
- 23 x 18 (414 sq ft) public restrooms
- 44 x 10 (440 sq ft) mechanical room
- 7 x 16 (112 sq ft) outdoor public covered porch entrance

**Total:** 8,320 sq ft building

**Capacity:**

- 200 students w/educator in classroom
- 60 visitors in outdoor orientation/gathering area
- 55 attendees in conference room
- 105 visitors in the "Conservation in Action Hall"
- 50 entering/leaving visitors in the outdoor public covered porch

**Features:**

- host large class sizes with safe working space to exhibit all educational animals
- offer night/after hours classes
- conduct classes or retreat indoors during inclement weather (rain/snow/cold)
- team with local colleges/universities to provide classes & conduct research
- state of the art technology capability (projection/movie viewing/presentations)
- allow ample room for hands on activities
- private office to be able to talk with volunteers/callers/partners/staff confidentially
- facility rental capability (classroom/conference room/Conservation in Action hall)
- volunteers will have a dedicated space to check in, review materials
- green, efficient design with potential to be 'LEED' certified based on funding
- allow for expanded educational/event programming (Zoo Camp/Zoo Snooze)
- supports and promotes growth of the volunteer program
- themed in African motif
- host in-service training (teachers, leadership trainings, corporate team building)

**Most notable:** -meets AZA accreditation standard specifically addressed as a major concern during the 2007 accreditation process:

### **Items of Concern Noted by Visiting Accreditation Committee**

Item 8: "Education facility is minimal. (Director is actively working on a plan for a new facility. As noted previously, needs to be project one in master plan.)"

# **Strategic Sustainability Planning**

**NEW Zoo of Brown County  
Green Bay, Wisconsin**



Prepared by

**Foth Infrastructure & Environment, LLC**

April 2010

#### **REUSE OF DOCUMENTS**

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# 1 Introduction

Located at 4378 Reforestation Road in Green Bay, Wisconsin, the NEW Zoo is incorporated as a Department of Brown County government. While the NEW Zoo is owned and operated by Brown County, it has a client-reach well beyond the boundaries of Brown County and also serves the residents and visitors of the larger Northeastern Wisconsin region. As the closest zoos which belong to the Association of Zoos and Aquariums (AZA) are in Milwaukee, Madison and Racine, it is easy to see that the NEW Zoo serves a large geographic area. Furthermore, the NEW Zoo is one of only seven AZA accredited zoos in the country that does not receive local or regional tax support for the zoo's annual operating budget; the NEW Zoo is completely 100% self funded with no tax levy or endowment for operations. The Zoo Director desired to develop a plan which continued the 100% self-funded financial model thus meeting the economic viability portion of The Triple Bottom line.

*"As one of a handful of AZA accredited Zoos that are self-supported, we needed a plan in place to continue to be financially independent, remain accredited, continue as a value-added attraction, and most importantly continue to be reflection of our community and not a financial burden. It was not acceptable to just hope for a better future, but to define and create a plan to get there. Sustainability planning is not only the right thing to do, but it is our responsibility to our community and the future generations to come."*

Neil Anderson, NEW Zoo Director

From 2005 to 2009, the NEW Zoo was exploring how it could become more sustainable. The NEW Zoo adopted LEAN principles and practices to execute objectives for additional efficiencies. The NEW Zoo had also developed several "Green" or "Sustainable" projects. However, they were not connected to a comprehensive sustainability plan that meets all three aspects of the Triple Bottom Line. Zoo management sought to create alignment between the Zoo, the growing demand for sustainable practices being requested by its supporters and the general public while simultaneously maintaining sustainable projects and practices already adopted. The NEW Zoo desired to adopt a planning process which took into account all three aspects of the Triple Bottom Line.

## 1.1 Purpose

The NEW Zoo has several purposes in mind for engaging in a sustainable strategic planning process. The NEW Zoo desired:

- ♦ A strategic plan to guide its operations over the course of the next decade within a sustainable framework;
- ♦ To provide its staff, board members and stakeholders with awareness and education on sustainable practices and principals;

- ♦ To solicit input by holding a sustainable strategic planning session with staff, board members and stakeholders;
- ♦ To identify potential sustainable projects or initiatives to determine which projects have the most potential for return on investment.
- ♦ To position the Zoo as an area leader, able to offer support to other Brown County entities in developing long range plans within sustainable frameworks.

The NEW Zoo leveraged the consulting services of Foth Infrastructure and Environment LLC (Foth). Foth has extensive experience in the field of sustainability planning and engineering. Foth custom-designed a planning process which met the specific needs of the NEW Zoo.

## **2 Planning Process (Scope of Work)**

The process developed for the NEW Zoo's Sustainable Strategic Plan can best be described as a starting point on the road to a more complete and sustainable future. The process was designed to provide general direction for the NEW Zoo for the next five years. The following activities were completed.

### **1. Assess the Current State of the Zoo with regard to Sustainability Planning**

- ♦ Gather existing information related to NEW Zoo operations such as:
  - ▶ Utilities usage and bills;
  - ▶ Operating data;
  - ▶ Any relevant plans guiding the New Zoo operations and future goals;
  - ▶ NEW Zoo Charter;
  - ▶ Results from any previous sustainability related efforts;
  - ▶ Relevant budget information;
  - ▶ Existing Accreditations; and
  - ▶ Future Accreditations.

### **2. Develop a Plan Integration Document** using the gathered information and listing current NEW Zoo day-to-day regulations, and long-term goals & objectives. This integrated document is to serve as a foundation for conducting the sustainable strategic planning process. The purpose of the Plan Integration Document is to help the NEW Zoo's sustainability efforts be guided by a single plan, rather than multiple plans. Rather than develop a seventh document which would guide the NEW Zoo, we took all of the six documents which already guide the NEW Zoo and combined them into the Plan Integration Document. The document reviewed for their corresponding requirements, goals and objectives include:

- ♦ The Federal Code – Department of Agriculture (20 Requirements)
- ♦ AZA Accreditation: 121 Standards
- ♦ World Zoological Association Conservation Strategy on Sustainability: 8 goals

- ♦ NEW Zoo Master Plan: 18 objectives by 2013 and 21 objectives by 2019
  - ♦ The Brown County 25x25 Energy Reduction Grant: 6 objectives. 13 outcomes
  - ♦ NEW Zoo Internal Sustainability Plan: 11 principals; 65 objectives
3. **Conduct a S.W.O.T. Analysis.** The Zoo performed an environmental S.W.O.T. listing as part of its 2009 budgeting process. The 2009 environmental S.W.O.T. listing has been used to develop an S.W.O.T. Analysis Document to serve as an additional foundational piece in conducting the sustainable strategic planning process.
  4. **Develop an outline of an Environmental Footprint** to show how the documents pertaining to the Zoo's current operations, budgets, expenses, energy usage, waste produces, water usage, and all previous planning and sustainable planning efforts come into play. This document can be used to produce a more encompassing environmental footprint using the Key Performance Indicators developed by the Global Reporting Initiative.  
In order to maximize the value of creating an environmental footprint, organizations are well advised to implement an environmental management system (EMS) patterned after the International Standards Organization (ISO) 14001 standard. During this phase of work with the NEW Zoo, Foth conducted a presentation for zoo management on the elements of the ISO 14001 standard. The presentation discussed the history of the standard, the elements of the standard, how the Denver Zoo has incorporated ISO 14001 into its operation and the various approaches to certification. The options before the NEW Zoo range from self-declaration of implementation of an ISO 14001-like EMS, to participating in the Wisconsin Department of Natural Resource's Green Tier program, to full ISO certification by an ANSI-RAB certified registrar.
  5. **Provide Education and Planning Session on Sustainability.** On May 26, 2009 a workshop was held with NEW Zoo staff, Board Members and Stakeholders for the purpose of providing the gathered group with the a sustainable planning framework. NEW Zoo staff already had a well developed understanding of sustainable principals and of systems planning. Therefore, the group did not need to spend time on sustainability awareness or education and could jump right into sustainable planning. However, the group was also provided with a specific sustainable strategic planning tool – The Natural Step, based upon the book The Natural Step For Communities, by Torbjorn Lahti and Sarah James. The Natural Step offers a four statement framework to help define a sustainable organization. These four statements were developed into questions and submitted to the planning group for the exercise described below.
  - 6 **Conduct a Sustainable Strategic Planning Workshop Exercise** by taking the gathered group and break them into five smaller groups as determined by the NEW Zoo's sustainable planning areas: Waste, Water, Environmental Education, Materials and Products and Atmosphere & Energy. A sustainable strategic planning exercise was conducted around each of these five broad categories. The sustainable strategic planning exercise consisted of collecting group input and developing plans within The Natural Step Framework within five groups mentioned above. Each group then reported to the larger group on the plans developed thereby offering input to the sustainable strategic plans for each of the five areas.



The sustainable strategic planning session (also held on May 26, 2009) was performed with the Plan Integration Document in mind. The inputs generated at the Planning Workshop were folded into the Plan Integration Document. Therefore, the results of the sustainable strategic planning session are based upon the good planning work already performed by the NEW Zoo and the results were incorporated into the Plan Integration Document. As mentioned previously, this process ensures that a single document which incorporates all of the NEW Zoo's guiding documents and plans are developed into a sustainable framework.

Exercises to sort the Integration Document by categories identified by the Zoo have been and will need to be continued. This will help identify potential projects and initiatives as well as maintenance or operational efforts in alignment with sustainable principles.

7. **Present Final Report and Study.** Present study and workshop results to NEW Zoo management and staff. This included review of Integration Document groupings consistent with the sustainability categories listed within the Zoo's 2008 Sustainability improvement Plan.

Additional development or "fleshing-out" of work items and priorities identified by staff were performed for purposes of developing specific projects and cost estimates. This information was used not only to "finalize" the Plan Integration Document but to also provide input into the Zoo's (Brown County's) annual budget process.

### **3 Conclusions**

1. Stakeholders have developed a broader understanding of what sustainability means to the NEW Zoo and how it can be implemented. There are several specific planning processes or "Operating Manuals" that provide planning methodologies which meets all three aspects of the Triple Bottom Line. Some of these operating manuals include The Earth Charter, the Ceres method, SustainAbility (London), United Nations Environment Program (UNEP) and the Development Program (UNDP), the International Institute for Sustainable Development, Leadership in Energy and Environmental Design (LEED) and The Natural Step. Lacking a specific sustainable methodology means that a zoo may be using a planning methodology that does not meet all three aspects of the Triple Bottom Line. Hence, the planning process may not properly be called sustainable. The NEW Zoo utilized The Natural Step Framework for sustainability planning, thereby ensuring that the current plan meets all three aspects of the Triple Bottom Line.
2. Input by stakeholders helped expand and improve the planning process and reinforced management's understanding of the strategic value contributions of its workforce.
3. The Integration Document process brought to light the overlap of guiding documents the Zoo operates under and restructured them into a single document consistent with sustainable categories identified in 2008 by Zoo Management.

4. Potential projects, initiatives, maintenance and operation activities have been identified in the areas of water, atmosphere and energy, materials and products, waste and environmental education.
5. The development of this sustainable strategic plan for the NEW Zoo is very timely as Brown County has been working towards the development of a variety of sustainable projects and programs. The understanding of sustainability within county government is emerging with the recent award of a Wisconsin Energy Independent Community Partnership 25 x2 5 Plan Grant.
6. This Sustainable Strategic Plan positions the NEW Zoo as an experienced partner among the departments within Brown County government and with other zoos interested in applying sustainable principles to their operations.

# Foth Sustainability Services

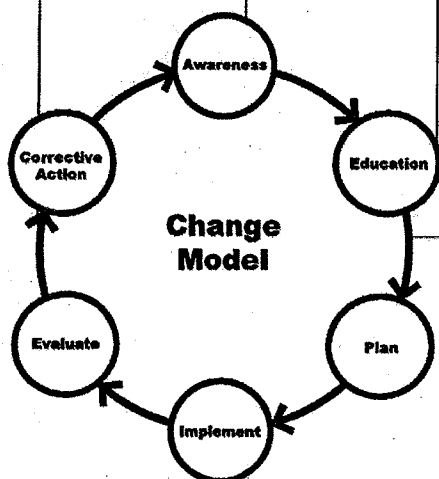
## Helping You on the Journey of Change

Organizational change models incorporate several key elements or steps. Generally, these include Awareness, Education, Planning, Plan Implementation, Evaluation of outcomes achieved, Developing Corrective Actions based upon Evaluation, and then the process starts over with Awareness of the corrective action plans. This is demonstrated by the organizational change model shown below.

Foth provides services in each stage of this process to help your organization become more sustainable.

In conjunction with this model, the table lists various types of sustainability services that Foth can offer.

Awareness	Education	Plan	Implement	Evaluate	Corrective Action
Organizational Consulting Services  Awareness Events ♦ Public Information/ Input Sessions ♦ Readiness audit ♦ Calibrate current level of interest/understanding  Gap Analyses ♦ Climate Protection Agreement ♦ Existing plans compared vs sustainable principles	Organizational Consulting  Workshops ♦ Understanding Systemic Change ♦ Study Circles ♦ Change Management ♦ Sustainability 101 ♦ Sustainability and the New Economy  Public Relations Strategies/Plans	Comprehensive Plans ♦ Sustainability Amendment  Economic Development Plans (Local, Regional) ♦ Sustainability Amendment  Integration Planning ♦ Existing plans and strategies into sustainable framework  Strategic Planning ♦ Sessions ♦ Workshops  Sustainability Plans ♦ Organization wide efforts ♦ Eco-municipality designation  Footprint Reduction Strategies ♦ Carbon ♦ Water ♦ Wastes	Eco-efficiency improvements from Sustainability Plan  Sustainable Engineering ♦ Water ♦ Wastes ♦ Energy ♦ Land Use ♦ Transportation Systems ♦ Buildings  Sustainable Ordinances ♦ Land Use ♦ Development ♦ Buildings ♦ Stormwater ♦ Impact Fees ♦ Eco-municipality designation	Economic Impacts ♦ Short and long term  Societal Impacts ♦ Worker Performance ♦ Retention ♦ Community Benefits  Environmental Impacts ♦ Non-regulatory benefits ♦ Compliance  Intangibles ♦ Risk ♦ Reputation ♦ Marketability	Organizational Consulting ♦ On-going services as needed ♦ Plan updates based on evaluations



Funding Strategies Provided in All Phases of Change

For more information, contact:

- ♦ Jim Loreti, Municipal Services, at (920) 496-6740, or e-mail [jloreti@foth.com](mailto:jloreti@foth.com).
- ♦ Fred Schnook, MPA, Sustainability Consultant, at (414) 336-7923, or e-mail [fschnook@foth.com](mailto:fschnook@foth.com).



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LYNN M. STAINBROOK  
DIRECTOR

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## Library Report March, 2010

### General

Sixteen Central Library staff and almost all branch library staff participated in state training to become Special Voter Registration Deputies. Starting in April, any eligible Wisconsin resident will be able to register to vote at any Brown County Library.

In preparation for the library's huge annual Summer Reading Program, Central and branch libraries have scheduled a wide range of fun and educational events and activities for kids of all ages, many in cooperation with other organizations. The Summer Events calendar will go to print in mid-April and will also be available on the library's web site.

Children's Services is piloting "Adopt-A-Program" for summer programming. This is an opportunity for clubs, organizations and businesses to support the library's activities for children by funding the cost of a program. Sponsors will receive recognition at the event and on publicity materials. Information is available on the library's web site.

Administrative and supervisory staff attended the Public Library Association conference in Portland, OR. Program tracks were offered in Administration/Leadership; Collections/Technical Services; Facilities; Marketing; Serving Adults; Serving Youth; Technology and Workforce Development.

Interviews are being conducted for the open Facility Manager's position.

Presentations and interviews were conducted by architects responding to the RFP for a pre-design of the Central Library.

### Central Library

All Adult Services staff visited the Wisconsin Job Center nearby to learn more about the wide range of services they offer. This will enable library staff to refer customers to those services and to plan future collaboration.

A series of four events was held for school age kids in March on days that Green Bay Public Schools were out of session. A total of 180 kids attended four events: Time-Telling Tales & Clock Games; Dairy Farm Fun at the Library; Using a "Clicker" to Train Pets; "Diary of a Wimpy Kid" Party.

There were 160 participants in the Reading Buddies program which is a partnership between the De Pere Middle School and Tank Elementary School in March. The students made a field trip to the library for research about wild animals and for a program of participation stories about animals.

### Ashwaubenon Branch:

Staff attended a meeting of the Ashwaubenon Library/Community Center Task Force.

A self-check machine and credit/debit payment options for patron convenience have been installed.

13

**Denmark Branch:**

Book Nuts Adult Book Club had 10 members meet to discuss the book Against Medical Advice by James Patterson.

New books were showcased during six special storytimes for approximately 225 students from the Denmark Early Childhood Center.

A large group attended a special story time that celebrated everything green on the Tuesday evening before St. Patrick's Day.

**East Branch:**

"Step It Up" storytime was a big success, averaging 37 children and adults per week.

**Kress Family Branch:**

New phones, new self-checks, and credit card payment option at the desk were installed and staff received training on these new technologies.

Staff is attending the SEEDs meetings for the PV solar panels and will sit on the Education Committee.

Herpetological Society brought a selection of snakes and reptiles for a family program; almost 200 people came during the 3 hour visit.

**Pulaski Branch:**

To celebrate Music Month, storytime featured different types of instruments. Children were shown an interactive website where they could click on different instruments and listen to them "play." Everyone made shaker instruments and the "band" tried them out with a song.

Special guest Kris Meulemans from Brown County Dairy Promotions read a book about dairy farms, showed the group different types of feed, medicine & vitamins cows get and some of the equipment used. Anyone who wanted to had a chance to pretend to milk a cow!

**Southwest Branch:**

A bilingual storytime in English and Spanish was added to the storytime schedule.

Programming highlights: Fancy Nancy party- 40 people; Mr. Billy concert - 42 attended; due to the popularity of Senior Wii Bowling, sessions are now offered in both the morning and afternoon.

Peace Nursery came for new library cards, storytimes, tour and checkouts - approx 125 people.

A Facebook page was created.

**Weyers-Hilliard Branch:**

Staff attended a "20-minute Tuesday" webinar sponsored by NFLS. The speaker, Shaun Nick, discussed stress-reducing techniques.

The Garden Club of Des Peres has agreed to decorate the branch's Christmas tree. The decorations and the tree will be purchased with funds from the Friends of the Brown County Library ongoing book sale.

The Friends of the Brown County Library approved the purchase of four counter-height stools for our counter-height tables that are perfect for patrons using laptops.

Debit and credit cards are now accepted at the check-out desk and library payment center.

The branch has transitioned to VoIP telephones.

**Wrightstown Branch:**

Approximately 120 people attended the 1st Annual Wine Tasting Event Fundraiser in which \$6400 raised.

83 people attended a Day on the Farm storytime with Kris Meulemans from Brown County Dairy Promotions.

The library received a donation of a 14 foot bookshelf, made by Ben Van Gheem, a local Boy Scout, for his Eagle Scout project. The bookshelf includes a glass enclosed display area.

**TO:** Brown County Executive  
Department of Administration  
Department of Human Resources

**FROM:** Lynn Stainbrook

**DATE:** March 10, 2010

**RE:** Notification of Library Table of Organization Changes

A 2009 unit clarification reclassified five positions to Library Supervisors. In our ongoing effort to use our staff in the most efficient and effective way, duties were reassigned and four departments at Central Library were combined into two.

The head of the Technical Services Department at Central Library retired and the Circulation Supervisor has taken on the management of acquisitions, cataloging and processing all new and donated library materials from that position. She continues to manage the Central Circulation Department and system-wide circulation. One 50% Senior Library Assistant position is created to fill the time served at the public service check-out desk and other routine duties formerly performed by the supervisor.

The other Central Library Supervisor is responsible for children's and popular library services, and has added the adult services department management. One 53% Librarian I position is created to fill the children's department need for planning and producing storytimes, outreach to the schools, and working the public service desk assisting customers, which was formerly done by the supervisor.

Also, the technology business end of the Library Accountant's position has increased significantly (to 50% of her time) with the increase in technology in libraries and the purchase and preparation for the upcoming migration of the library automation system to a new platform. Self-check machines, cash drawers to replace cash registers and work in tandem with the automation system, and the Library Payment Centers (LPC) had to be researched, purchased, and their use by the public facilitated. The addition of E-Commerce (credit and debit cards) is planned for 2010. This technology requires money handling policies and procedures and ongoing oversight. Responsibility for migration and implementation of the new automation system, which in the past was handled by the head of Technical Services (a position that was not replaced) and all system-wide library financial services is under the newly created Library Automation and Financial Services Manager (reclassifying the Accountant position).

TITLE	POSITION	LOCATION	ACTION
1.0 Librarian II	Systemwide & Central Children's	Central	Delete
.5 Librarian I (Children's Librarian)	Children's & Popular Lib. Dept.	Central	Create
.5 Senior Library Assistant	Circulation Dept.	Central	Create
1.0 Accountant	Administration Dept.	Central	Delete
1.0 Lib.Automation & Financial Services Mgr.	Administration Dept.	Central	Create

The financial impact of these changes is as follows:

	SALARY	FRINGE	TOTAL
<b>OLD STRUCTURE</b>			
1 Librarian II @ 37.5 hrs/wk – Children's	47,710.00	23,460.00	71,170.00
1 Accountant @ 40+ hrs/wk - Administration	54,449.00	26,573.00	81,022.00
<b>Total</b>	<b>102,159.00</b>	<b>50,033.00</b>	<b>152,192.00</b>
<b>NEW STRUCTURE</b>			
1 Senior Library Assistant @ 37.5 hrs/wk	17,039.00	8,316.00	25,355.00
1 Librarian I @ 20 hrs/wk	23,014.00	11,325.00	34,339.00
1 Lib.Automation & Financial Services Mgr.	57,764.00	27,727.00	85,491.00
<b>Total</b>	<b>97,817.00</b>	<b>47,368.00</b>	<b>145,185.00</b>
<b>Net Savings</b>	<b>\$4,342.00</b>	<b>\$2,665.00</b>	<b>\$7,007.00</b>

This table of organization change and subsequent annual savings of \$7,007.00 was approved in accordance with Wisconsin Statutes 43.58(4) at the February 18, 2010 Library Board meeting and was reported to the Education & Recreation Committee on March 4, 2010 as part of the Director's Report and will be attached to the meeting minutes.

After much discussion, a recommendation about the second Librarian II position left open by the change in supervisors was made to the Library Board on March 18, 2010. This position will assist the Library director as a member of the Library Management Team, administer Library systemwide collection management and information services, including the allocation and maintenance of the \$900,000+ budget, supervise all materials selectors (20-25) in their choice of purchases; analyze and weed the collections; community assessment, grant writing, planning special collections, library trends and materials security.

	SALARY	FRINGE	TOTAL
<b>OLD STRUCTURE</b>			
1 Librarian II @ 37.5 hrs/wk – Circulation	47,710.00	23,460.00	71,170.00
<b>NEW STRUCTURE</b>			
1 Collection Development Manager	54,620.00	26,840.00	81,460.00
<b>Additional cost</b>	<b>\$6,910.00</b>	<b>\$3,380.00</b>	<b>\$10,290.00</b>
<b>Net cost</b>			<b>\$3,283</b>

This Table of Organization change and subsequent annual cost of \$3,283.00 was approved in accordance with Wisconsin Statutes 43.58(4) at the March 18, 2010 Library Board meeting. This Table of Organization change will be reported to the Education & Recreation Committee on April 1, 2010 as part of the Director's Report and will be attached to the meeting minutes.



# Memorandum

**To:** Library Board  
**CC:** County Executive and Human Resources  
**From:** Lynn Stainbrook  
**Date:** 3/19/2010  
**Re:** Retirement of Mary Ryan and temporary plan for completing the workload

---

Mary Ryan's retirement leaves a short-handed and under-staffed Library administration further stretched and over-whelmed. For the immediate future, I recommend that Lori Denault and Sue Lagerman be assigned responsibilities of the Operations Manager.

In order to make that feasible, I would recommend hiring a 20 hour per week accountant as a Limited Term Employee. It would be helpful if that LTE person had experience with the County's Logos system. Since there were LTE staff involved in the new Logos system, it may be possible to hire someone with the necessary skills. As long as the accountant can work hours that Lori will be available to her/him and answer questions, this should free Lori 15 or more hours per week. I believe that Human Resources can assist in determining an appropriate pay rate and with the hiring of an LTE. This person should be on staff the same week Mary's retirement goes into effect. Earlier would be better.

I would recommend that some of Sue's current responsibilities, for example Summer Reading Program events and design of Adult program flyers, be delegated to other staff members. She will need to delegate more workload.

We will need to make a comprehensive list of the Operations Manager's current responsibilities and who will be fulfilling those responsibilities in the future. In addition, we will need a list of responsibilities that Sue and Lori will be delegating to others.

I also recommend that Lori and Sue's compensation be increased commensurately during the interim. That detail can be determined cooperatively with Human Resources.

For the long term, I recommend that the Library Board develop a committee to discuss and further recommend how to fill this gap in the organization. For my part, I have appreciated the Operations Manager position and felt that it worked very well. While the day-to-day operations and personnel matters were well-handled by the Operations Manager, I felt free as the Library Director to spend my time on the big picture and future needs of the Library. Mary, of course, is an exceptional person with a wealth of knowledge and expertise. It will be impossible to directly replace her abilities and strengths and it may be helpful for the committee to prioritize responsibilities and skill sets needed to fill those.

CONFIDENTIAL

March 19, 2010

Unfortunately, the Collections Manager position will not be filled in time for that person to assume any of Mary's duties, but it will be helpful in moving the library forward with oversight and management of its collection resources.

I would recommend that the committee consider succession planning when determining how to fill the Operations Manager position. Assuming that a Collection Manager with a MLS is hired, that would provide one option for the Library Director succession. That may be enough or two staff members with MLS, administrative skills and Brown County Library experience may be seen as ensuring two alternatives or it may be seen as unnecessary. The committee should thoroughly explore and come to a conclusion on this aspect.

Lastly, while this memo has been about planning for Mary's successor and how to handle the interim time, I want to put into writing how much I have valued her assistance and leadership. Brown County Library was very fortunate to have on its staff an employee of Mary's caliber. She has been wonderful to work with. In fact, I need the entire dictionary to describe all of her positive characteristics. I will miss her greatly.

LIBRARY  
*Brown County*

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WEBSITE [www.browncountylibrary.org](http://www.browncountylibrary.org)

March 18, 2010

Dear Library Board Members:

Attached is a copy of the letter of resignation I have given to Lynn, effective May 7, 2010. It is now time to move into the next phase of my life with family, friends, and a more laid back lifestyle. I have thoroughly enjoyed my 25+ years with the Brown County Library during a time of such great technological progress.

When I began in June of 1984 we did not have one personal computer in the system, and payroll and accounts payable were hand written in ledgers, and on paper that was sent to the Northern Building every other week. The library was the pilot department to automate payroll in December of that year and the general ledger and accounts payable followed countywide the following year. We've come a long way since then!

The most challenging years, of course, were the 4 years spent looking for the right Director for BCL. The best thing Carol Kelso did as County Executive was appoint those of you she did to the Library Board. I don't think her intentions were too good but things sure worked for me and for the library. I've seen many Library Boards over the years but we had the best thing going in Brown County and accomplished a lot, all while still having a good time in spite of the occasional bumps in the road.

Thanks to all of you for the support you gave me during those years of *treading water*. A couple of definitions of support in Webster's Dictionary are "to keep from fainting, yielding, or losing courage" and "to uphold one who is being attacked". You certainly stepped up to the plate in both and those definitions really made me laugh when I read them! To those of you that gave so much extra personal time for the cause *du jour*, I can't thank you enough.

I'll think of all of you often and will always speak positively about BCL and the great things it provides to the community. You can be very proud to serve on the Library Board and be a part of those things.

Sincerely,



Mary Ryan  
Operations Manager

Attachment



*Have you considered remembering the Friends of the Brown County Library in your will or estate?*

Mary Ryan  
320 N. Oneida St.  
Green Bay, WI 54303

Lynn Stainbrook  
Brown County Library  
515 Pine Street  
Green Bay, WI 54301

Dear Lynn,

It is with some sadness that I will be retiring from my Operations Manager position at the Brown County Library effective Friday, May 7, 2010.

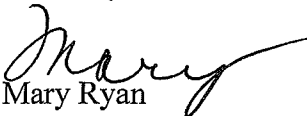
I have thoroughly enjoyed my life at the library these past 25 years and have learned a great deal over that time period. It has been a pleasure working with you, the staff, and with the Library Boards, past and present. I will always be grateful for the many friends and acquaintances I have made because of my job here. The library is a wonderful place to work!

These past two years, with you as director, have been most enjoyable. You are a great person to lead BCL through the many changes that will occur in the library field during the next 25 years. At the rate technology is moving, I can't even imagine what those changes will be. I will watch from a distance!

Thanks for the many kindnesses you have shown me. It has been a pleasure working with you and getting to know you.

I look forward to the next chapter in my life and hope that it provides me with as many happy days as I have had at BCL!

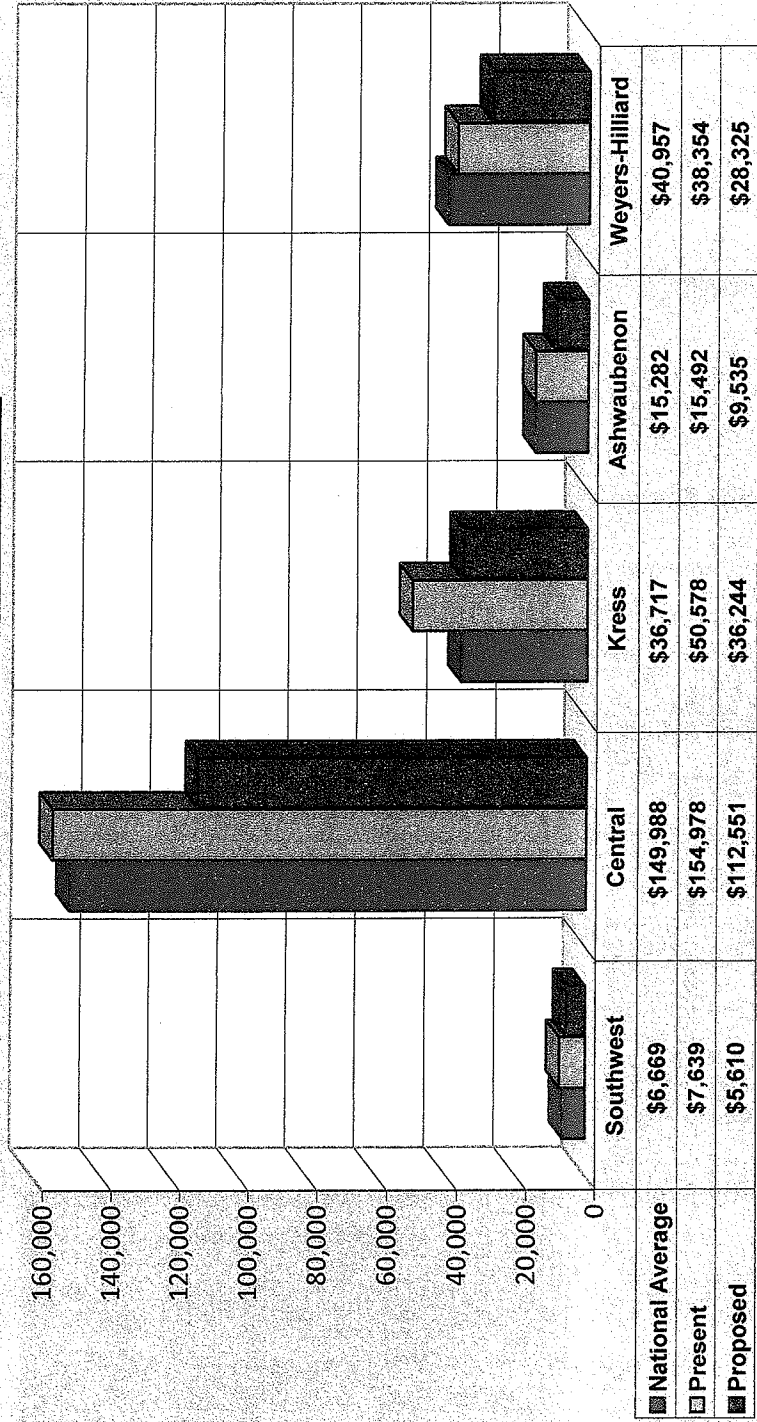
Sincerely,

  
Mary Ryan

# UTILITY COST SAVINGS COMPARISON

Building	National Average	Present	Proposed
Southwest	\$6,669	\$7,639	\$5,610
Central	\$149,988	\$154,978	\$112,551
Kress	\$36,717	\$50,578	\$36,244
Ashwaubenon	\$15,282	\$15,492	\$9,535
Weyers-Hilliard	\$40,957	\$38,354	\$28,325
Totals	\$249,613	\$267,041	\$192,265

Utility Cost Savings Summary



## Museum Report

### Exhibits

- *Here Comes the Bride: Weddings in America* (4/24-8/29)
  - Traveling exhibit will be supplemented with the Neville's collection material: wedding dresses, bridal accessories (veils, shoes, bouquets), bridesmaid dresses, and groom's clothing
- *Vietnam War: Local Stories* (4/10-5/15)—mezzanine exhibit
- *An Artistic Discovery* (4/24-6/6)—annual high school art competition hosted by Congressman Steve Kagen (first place winner receives airfare to Washington, D.C. to see the national exhibition)

### Special Event

- "The Earth's Treasures" 2010 Rock, Gem and Mineral Show (April 9-10)
  - Presented every two years by the Neville's Geology Club

**Programs** (in addition to ongoing series, such as Natural History Lecture Series, International Film Series, Geology Club and Astronomical Society programs, etc.)

- "Explorer Saturday: Vietnam Insight" (April 17)
- Neville Dinner Program, "A Recipe for Success: Lizzie Kander and the Settlement Cookbook" (4/15/10)
- Tony Rajer will be in Studio 21 space, conserving the Rufus B. Kellogg painting owned by the Green Bay and De Pere Antiquarian Society and stored at the Museum. It was painted by George P.A. Healy in Pairs, 1885-1887. Kellogg founded the Kellogg National Bank, now Associated Bank, where it will eventually be displayed.

## Neville Public Museum Foundation Report

### Exhibits

- Exhibit receptions:
  - *The Photography of Robert J. Ellison: Vietnam and the Civil Rights Movement*, Mar. 19
  - *Here Comes the Bride: Weddings in America*, April 23

### Gift Shop

- Continues to do well

### Membership

- New brochure completed
- Memberships have grown to 716

TS

# Neville Public Museum Attendance and Admissions March 2010

Attendance													
Date	Day	Adult Adm	Child Adm	Free Child	Free Other (researchers, interns, etc.)	Free Friends Member	# Students	Free Time (Wed 6-8 pm)	Gift Shop Only (open limited hours)	Programs & Meetings	Total Attendance	Total Admission Revenue	
1	Mon	35	1	11	6	3	212		0	0	268	\$301	
2	Tues	13	9	9	8	0	127		0	0	166	\$180	
3	Wed	26	1	8	14	7	125	43	0	317	541	\$231	
4	Thurs	20	2	6	13	4	291		0	100	436	\$295	
5	Fri	32	4	12	14	1	148		1	110	322	\$257	
6	Sat	83	31	22	1	3	0		0	93	233	\$414	
7	Sun	64	24	12	2	8	3		2	0	115	\$307	
8	Mon	24	1	5	5	0	0		0	103	138	\$98	
9	Tues	13	2	4	6	2	35		0	118	180	\$91	
10	Wed	9	1	4	21	11	10	19	2	258	335	\$48	
11	Thurs	18	1	6	26	6	14		0	341	412	\$74	
12	Fri	60	30	12	10	1	22		6	0	141	\$322	
13	Sat	114	44	45	2	10	125		2	0	342	\$669	
14	Sun	41	12	4	0	4	1		0	0	62	\$189	
15	Mon	19	5	1	3	0	0		1	88	117	\$86	
16	Tues	16	9	6	3	1	24		4	0	63	\$106	
17	Wed	27	5	8	12	4	0	39	7	244	346	\$118	
18	Thurs	10	1	2	13	0	0		0	80	106	\$42	
19	Fri	70	6	13	11	2	0		4	159	265	\$292	
20	Sat	67	30	9	13	1	0		9	12	141	\$328	
21	Sun	51	17	15	2	2	1		0	0	88	\$239	
22	Mon	29	19	7	7	1	31		0	101	195	\$185	
23	Tues	32	16	10	6	7	130		0	26	227	\$292	
24	Wed	37	14	12	24	2	0	31	1	213	334	\$176	
25	Thurs	43	17	13	20	7	90		1	84	275	\$296	
26	Fri	54	19	21	11	7	14		0	26	152	\$268	
27	Sat	83	22	21	1	6	0		0	57	190	\$376	
28	Sun	59	26	16	4	0	1		2	0	108	\$289	
29	Mon	34	13	5	7	7	0		3	87	156	\$162	
30	Tues	26	18	4	6	2	0		1	0	57	\$140	
31	Wed	24	7	6	23	1	0	25	6	110	202	\$110	
TOTAL		1,233	407	329	294	110	1,404	157	52	2,727	6,713	\$6,981	
										Mar-09	5,736	\$7,153	
										Visitors =	6,713		
										Outreach =	170		
										Grand Total Visitors & Outreach			6,883

